



Information Memorandum

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

Authorized by: Catherine Cooper, Deputy Assistant
Director
Signature

IM Number: SPD-IM-03-091

Date: October 8, 2003

Subject: Children with Developmental Disabilities: Transition of Individuals in Family
Support or Children's Intensive In-home Supports into Support Service Brokerages

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County DD Program Managers |
| <input type="checkbox"/> Area Agencies on Aging | <input checked="" type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Children Adults and Families | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Community Human Services | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> Other (please specify): <u>Executive Directors - Support Service Brokerages</u> | |

This transmittal is primarily intended for Program Managers of Community Developmental Disability Programs (CDDP), Executive Directors of Support Services Brokerages, and SPD staff facilitating the enrollment of people with developmental disabilities turning 18 years of age who will be receiving support services through support brokerages.

Message:

On September 1, 2003 the freeze on enrollments into Support Services Brokerages was lifted. Since that time questions have arisen regarding the time lines, roles, and responsibilities for individuals aging into (turning 18) Support Services from county Family Support programs or the state's Children's Intensive In-home Supports (CIIS). This Information Memorandum is intended to address this need for clarification and to insure that:

- There is no lapse in services to these individuals and that
- Planning is initiated with sufficient lead time for an individual to be enrolled into a Brokerage and for the CDDP Support Specialist to authorize the support plan so that Support Services may begin at the appropriate time in relationship to the individual's 18th birthday

ENROLLMENT TIME LINES:

Individual's in county family support services that turn 18 and meet the Brokerage enrollment priority criteria, can be enrolled in the Brokerage at the first of the month immediately after their 18th birthday. It is not necessary to enroll this group immediately upon their 18th birthday. The family support rules allow them to receive this service through the month of their 18th birthday.

Conversely, individuals in the CIIS program who turn 18 and will be entering a Support Service Brokerage must be enrolled on their 18th birthday, regardless of the exact date.

ROLES AND RESPONSIBILITIES:

SPD will provide to Counties and Brokerages, under separate cover, guidelines developed to identify necessary steps in the process of enrolling people turning 18 years of age into Brokerage services. While these guidelines may be viewed as “best practices” the intent is to allow County DD Programs, Brokerages and SPD staff flexibility to facilitate the transition according to local practice and availability of resources.

If you have any questions about this policy, contact:

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